

CSC Adopted: October 2001. Revised: _____

Class Title: Quality & Finance Analyst**BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Responsible for supporting the preparation and administration of the City's annual operating budgets for small City departments and agencies. Responsible for preparing operating budgets for small City departments with less complicated funding.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Evaluates base budget reductions and enhancement requests and develops detailed narrative explanations and analysis of funding for small, less complicated City departments. Assists the Senior Analysts and Team Leaders with problem solving of budget issues as requested. Resolves budget problems for several major divisions of small, less complicated departments
2	S	Informs appropriate staff about budget problems and works with them in the installation, maintenance, and review of proper budgetary controls. Performs a comprehensive analyses of departmental expenditure requests and recommends budget adjustments. Assists the Senior Analysts or Team Leaders by completing analyses or special projects as requested.
3	S	Coordinates the preparation of the detail budget documents through other employees, divisions and departments. Reviews all changes to a department's budget and staffing level and prepares a written recommendation for the Team Leader. Prepares comprehensive technical reports showing the current status of expenditures and revenues for small City departments.

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CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge of accounting, budgeting, or finance. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	One year of budget or accounting experience.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read Federal regulations, legal documents, financial reports and studies, letters, memorandum, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, and statistical analyses.
Writing	Work requires the ability to write reports, presentations, letters, memorandum, research and technical analyses and general correspondence.
Managerial	Managerial responsibilities include coordinating the work of staff for the completion of budgets conducting task forces related to cross-departmental projects and programs.
Budget Responsibility	Responsibility for the final approval of one departmental budget and presents the budget to the Budget Office and Senior Management and is authorized to approve budgeted expenditures up to the amount that requires the approval of Senior Management.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. Occasionally, 25-50 lbs. Frequently, or up to 10-20 lbs. Constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Copier, fax, filing, document distribution
Sitting	C	Computer, desk work, meetings
Walking	F	Inter-office, to/from meetings
Lifting	O	Office supplies, files
Carrying	O	Office supplies, files
Pushing/Pulling	R	File cabinet drawers
Reaching	O	Office supplies, files, telephone
Handling	F	Office supplies, files
Fine Dexterity	C	Computer keyboard, calculator
Kneeling	R	Retrieving files
Crouching	R	Retrieving files
Crawling	N	
Bending	R	Retrieving files
Twisting	R	Retrieving files
Climbing	R	Stairs
Balancing	R	On stairs
Vision	C	Computer, desk work, filing, reading
Hearing	C	Telephone, co-workers, staff, meetings, presentations, work-groups
Talking	C	Telephone, co-workers, staff, meetings, presentations, work-groups
Foot Controls	N	
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, scanner, printer, fax machine, copy machine, telephone, calculator, Standard Microsoft Windows and Office software, Advantage Financial Systems software (AFIN), DBRS

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	S
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	S
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	C
Emergency Situations	R
Frequent Change of Tasks	C
Irregular Work Schedule/Overtime	C
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)